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Date: 26 SEP 1978 By: 24

ALL FINCH

25X1A6a

Chief, [redacted] Station

6 June 1949

25X1A6a

Administrative
Shortage of Funds at [redacted]

1. Receipt is acknowledged of your [redacted] dated 20 April 1949 25X1A6c
25X1A6a outlining known details with regard to the unaccounted for shortage in the cash balance chargeable to the [redacted]

2. We cannot at present grant the approval to write off any remaining shortage after adjustments from our reply to [redacted] However, you are authorized to adjust your records to conform with the actual cash balances on hand as indicated by a physical inventory, to be counted by two persons other than the present custodian. The corresponding debit, in the event the net difference proves a shortage, will be to Transfers Headquarters, which mechanically will serve to place your records and the accountability
25X1A6a of the [redacted] in balance. In recording this entry, give all the details of the currency concerned with a certification of the physical count.

3. There is at present an Investigatory Committee being formed at Headquarters which will review all the facts available regarding losses or unexplained shortages of funds to determine if there is any pecuniary liability of an individual. This Committee will recommend appropriate action to be taken in the settlement of all such losses or shortages. Pending the organization of this Committee and its review and recommendations, we must hold your shortage in Suspense.

4. We believe that in unexplained shortages of this nature we should have a statement from the responsible employees detailing all known facts and justifying a request for relief of accountability, together with any additional pertinent data and recommendations of action from the Chief of Station. Since we have your [redacted] it is requested that such a 25X1A6c
25X1A6a statement be obtained from the sergeant responsible for the funds of the sub-unit of [redacted] When [redacted] arrives at Headquarters we will obtain from him a similar statement of pertinent data and request for 25X1A9a financial relief.

WEB:rd

25X1A9a [redacted] WEB FBM

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5. It is hoped that this will remedy the problem for the time being, and we will keep you informed of the review by the Investigatory Committee and its recommendations together with final action taken.

[redacted] 25X1A9a

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